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Executive Secretary, CIA Career Service Board 15 January 1954

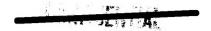
Chairman, OSO Career Service Board

Summary of Career Service Activities of General Services Office for Six-Month Period From 16 June to 15 December 1953

This Office has compiled a resume of 650 career service activities during the last half of calendar year 1953. This information is given below for your information.

iorma	ion.	Mumber	
1.	Promotions processed within General Services Office	35	
2.		09	
	Work in other CIA offices	18	
3.		ī	
ĥ.	GSO employees nominated and accepted for rotation to	-	
•	overseas support positions	1	
5.	Agency employees of other CIA Offices considered by GSO as result of their having been recommended for GS dareer		
	Designations	کیل	
6.	Agency employees of other CIA Offices accepted by the GSO Gareer Service Board for assignment of GS Career		
	Designations	12	·
7.	Employees receiving merit awards as result of their sub-	alle fin	
, .	mitting suggestions under the Agency Incentive Awards		7.
	Program	1	
8.	Employees requesting Agency approval for non-official		
	school courses secured on their own time and at their		
	own expense	13	
9.	Employees attending Quarterly agency Orientation Courses .	4	
10.			057/470-
	of the		25X1A6a
9 ~	Virginia	82	
11.	Dayloyees entering braining at OIA expense or on OIA time:		
	@ame of School		
	a. IBM School, Washington, D. C	#S	
	b. American University - Minth Annual Institute in the	•	
	Preservation and Administration of Archives	2	
	e. Columbia Technical Institute, Columbia School of	•	
	Oraciting	5	
	d. General Aniline & Film Corporation, Binghanton, New York (Advanced course in Color Photography)	1	
	e. CIA Office of Training:	a-Au-	
	-	•	
	(1) BIC(SUP)	ļ.	
	(2) Reading Improvement	1 9	
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## 12. Other major activities during this period were:

- a. A special training course for Area Records Officers was developed and conducted by the General Services Office, in cooperation with the CIA Emergency Planning Officer, on the "Operation of the Vital Materials Repository." This course consisted of two sessions held at the Repository in October, the first attended by ten (10) Area Records Officers and the second by thirteen (13).
- b. A meeting attended by twenty-two (22) Area Records Officers and thirteen (13) members of GSO was held in October, at which time representatives of the Incentive Awards Committee explained the program and the manner in which Area Records Officers would be able to qualify for an award.

## 13. The following items are presently pending:

- a. Questions regarding Agency policy on certain Career Service matters formulated by the GSQ Board and submitted to the Acting DD/A for clarification on 4 December 1953.
- b. Questions pertaining to overseas support required from GSO, as raised in memorandum to the acting DD/A dated 16 November 1953, and memorandum to the DD/P prepared and forwarded on 4 December 1953 for signature by the Acting DD/A. In the latter we requested a list of T/O positions regarded by the DD/P as support positions to be filled by persons nominated by the GSO Career Service Board.

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Members of the GSO Career Service Board :



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